

Update to Standard Automated Inventory and Referral System (STAIRS)

RESUMIX Version 5.3

Estimated Start Date June 30, 2000

How is Resumix 5.3 different?

- ☞ Extracts up to 200 skills.
- Allows a three page resume.
- Capability to produce new reports.

Is it mandatory to submit a new resume?

- No, you are not required to submit a new resume if you already have a resume on file that you are satisfied with.

Background

- 🐼 Different components of DOD are in various stages of staffing automation.
- Other agencies use various methods for filling vacancies.
- **READ THE VACANCY ANNOUNCEMENT FOR THE APPROPRIATE PROCEDURES.**

Background

👉 Merit promotion vacancies for our District are filled using STAIRS and vacancies are advertised under Army jobs on the South Central Civilian Personnel Operating Center (CPOC) employment web page.

Categories of Applicants

- 🐛 **Internal Applicants**- status employees serviced by the CPOC filling the vacancy.
- **External Applicants**-status employees who are not serviced by the CPOC filling the vacancy.

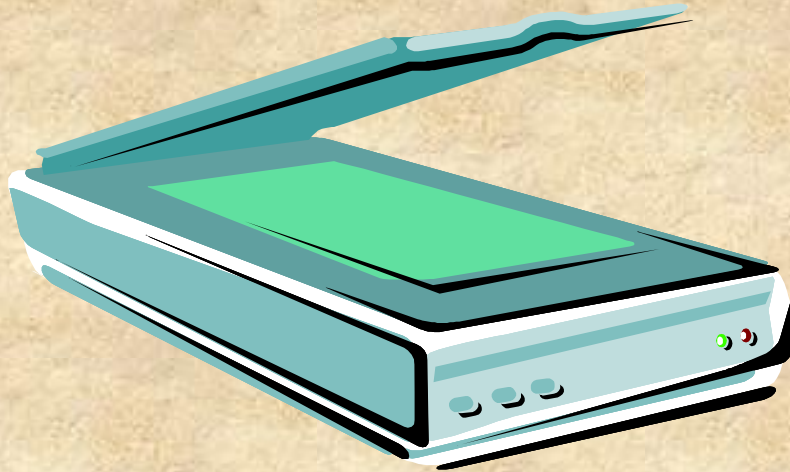
Categories of Applicants(cont.)

- ▢ **Delegated Examining Authority (DEA)**- Applicants who have no special status and who must compete with other U.S. citizens for vacancies. These applicants will **NOT USE STAIRS. Follow the instructions in the vacancy announcement.**

Who can apply for the vacancy?

- 👉 The area of consideration is the portion of a vacancy announcement which tells who can apply.
- The smallest area of consideration for Army vacancies is open to all Army status employees.
- The widest area is open to all U.S. Citizens.

How Does The System Work?



- Your resume is scanned into the computer by a method that is similar to sending a fax or making a photocopy

How Does The System Work?

🐛 The system "reads" the text and obtains important information about you such as:

- 🐛 name
- ▢ address
- ▢ phone number
- ▢ work history
- ▢ experience
- ▢ education
- ▢ skills

How Does The System Work?

- Your resume is saved and stored in the **RESUME BANK**



How Does The System Work?

☞ Then, when vacancies occur, those individuals who indicate an interest for the job vacancy and whose qualifications and skills match the position requirements will be considered

How Is This System Different?



🐞 In the past, when you completed a traditional application, such as a SF-171 or an OF-612, you wrote to attract the attention of the reader

How Is This System Different?

🐉 In the past, anything you did to make your application **visually** unique, such as unusual fonts or color, helped you to do this.....

How Is This System Different?

❗ **NONE OF THIS
APPLIES TO
RESUMES THAT
ARE PROCESSED
ELECTRONICALLY**



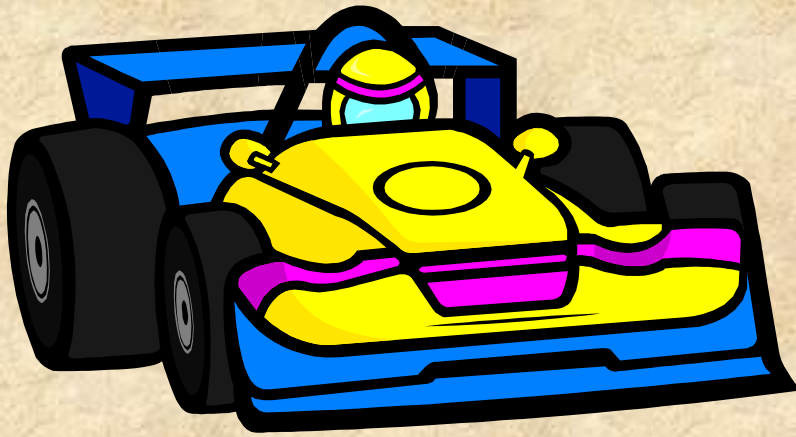
How Is This System Different?

- The important thing to remember is that the Personnel Specialist will be searching the database for resumes that match the skills and knowledges of the position being filled

How Does This New Method Help Me?

- You only have to write one resume to be considered for multiple vacancies at multiple locations;

How Does This New Method Help Me?



- It's easier and faster for you to apply for jobs through a process known as ***self-nomination***;

How Does This New Method Help Me?

- You identify your skills..... not long, detailed descriptions;



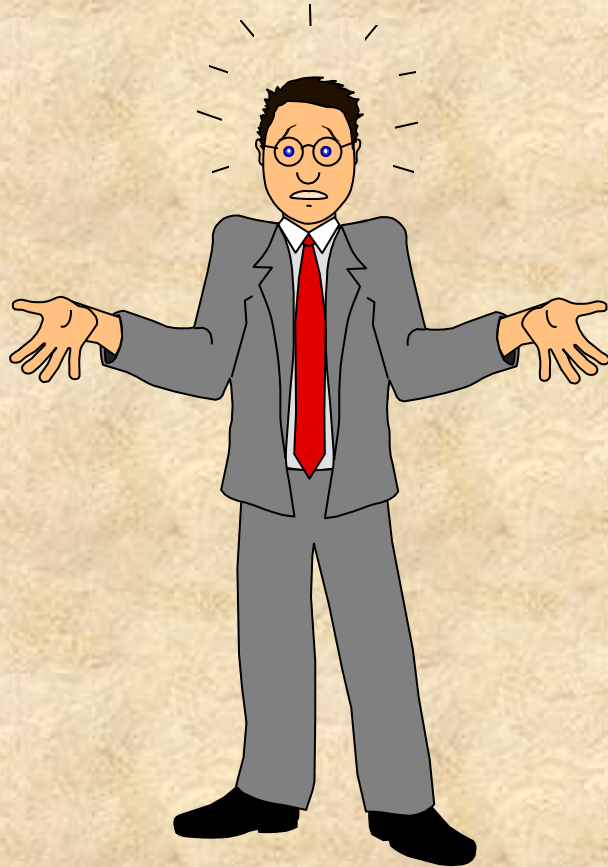
How Does This New Method Help Me?

- There's greater objectivity in the referral lists because we use a consistent process;



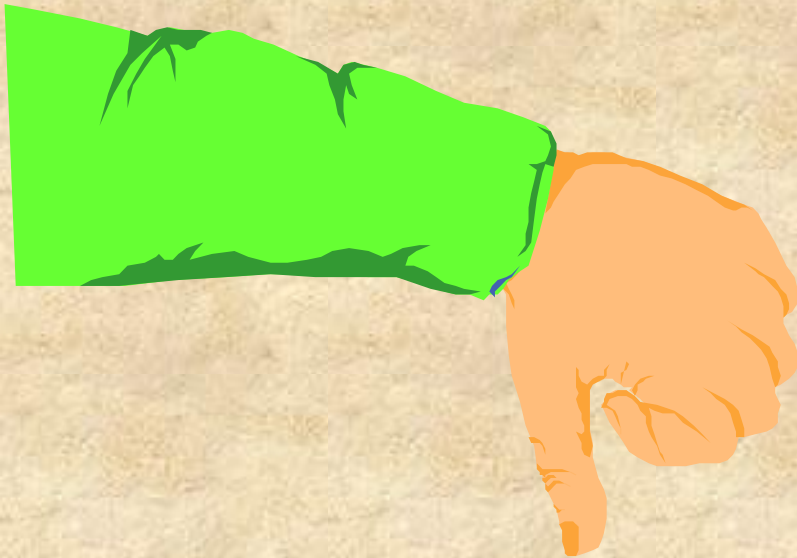
PREPARE YOUR RESUME

Tips



👉 To ensure that your resume is processed correctly, carefully read and follow the tips below

Tips



- ❑ ***Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration***

Tips



- ❑ Limit your resume to 3 pages in length (After June 30, 2000)

Tips

- ❑ Carefully read the information and application instructions
- ❑ Many have unique instructions or requirements

Tips

- Put your name, Social Security Number, and a daytime phone number on each page submitted

Tips

- ❑ Complete and submit the Supplemental Information Sheet (External Candidates)



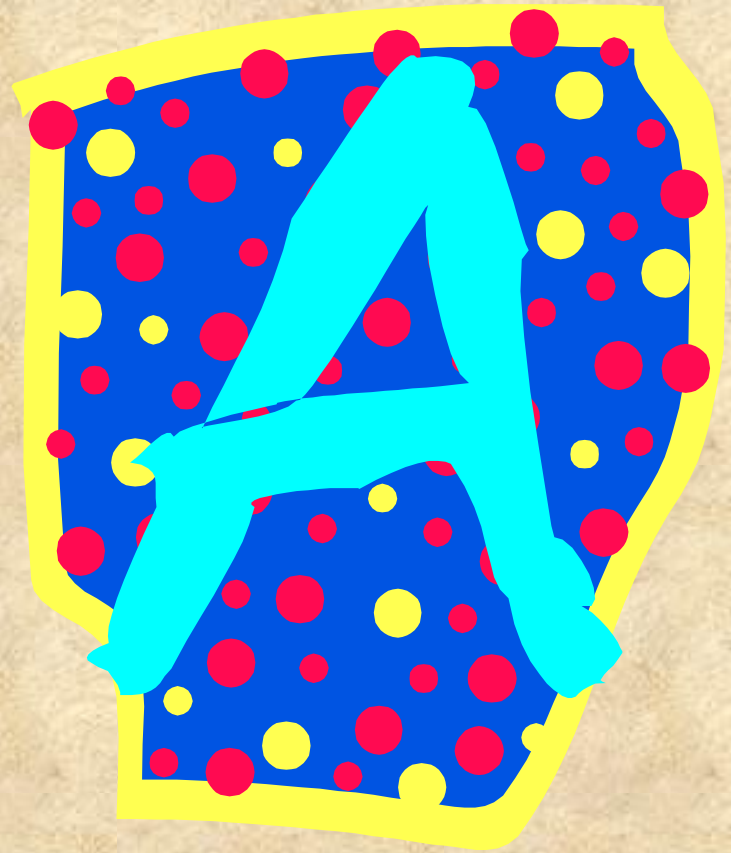
Tips

 **Your Response to any Supplemental information will not be counted against the maximum 3-page resume limitation**



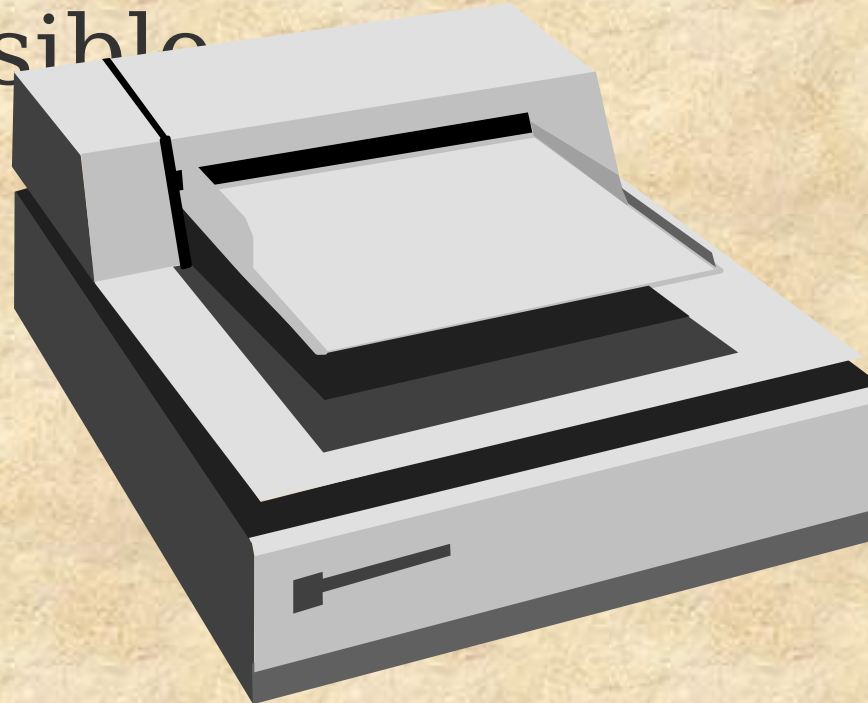
Preparing Your Resume

- 🐉 The most difficult resume for the computer to read is a **poor quality copy.**

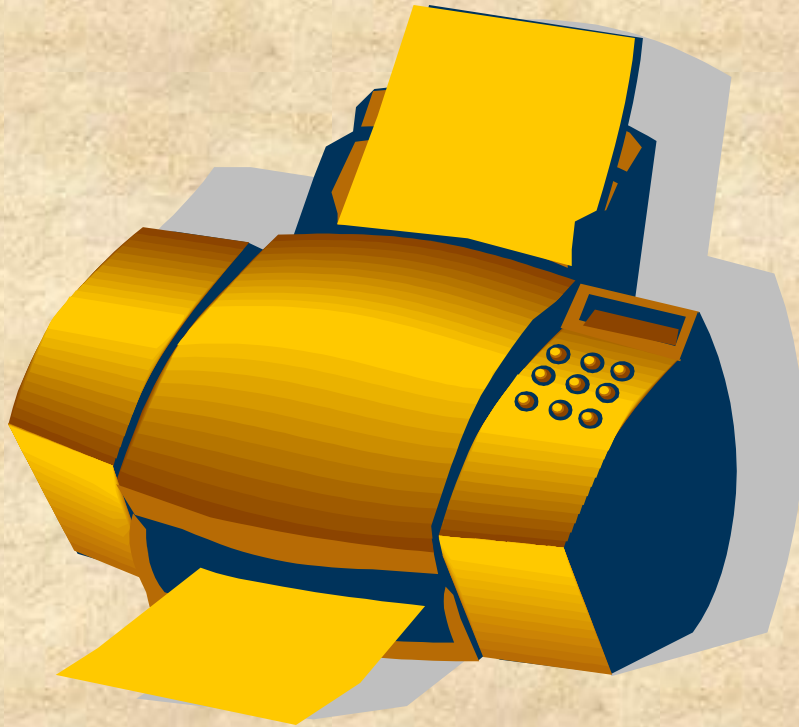


Preparing Your Resume

- * Provide an ink jet or laser printer original of your resume if possible



Preparing Your Resume



- * Do **NOT** use a dot matrix printer
 - * the print may be too light
 - * hard to read by the computer

Preparing Your Resume

- * A typewritten original is acceptable



Preparing Your Resume



👉 Your
resume will
not be
accepted if
it is
handwritten

Preparing Your Resume



- Avoid paper that is too dark

Preparing Your Resume

- Use only black ink on 8.5” by 11” white bond paper printed on one side
- Use a minimum margin of 1/2 inch margin on all sides of your resume

Preparing Your Resume

□ Avoid

- font sizes larger than 12 points
- or smaller than 10 points

Preparing Your Resume

- * Use standard fonts such as;
 - * Courier
 - * Times New Roman
 - * Arial

Preparing Your Resume

- ★ Avoid two-column format or resumes that look like newspapers or newsletters



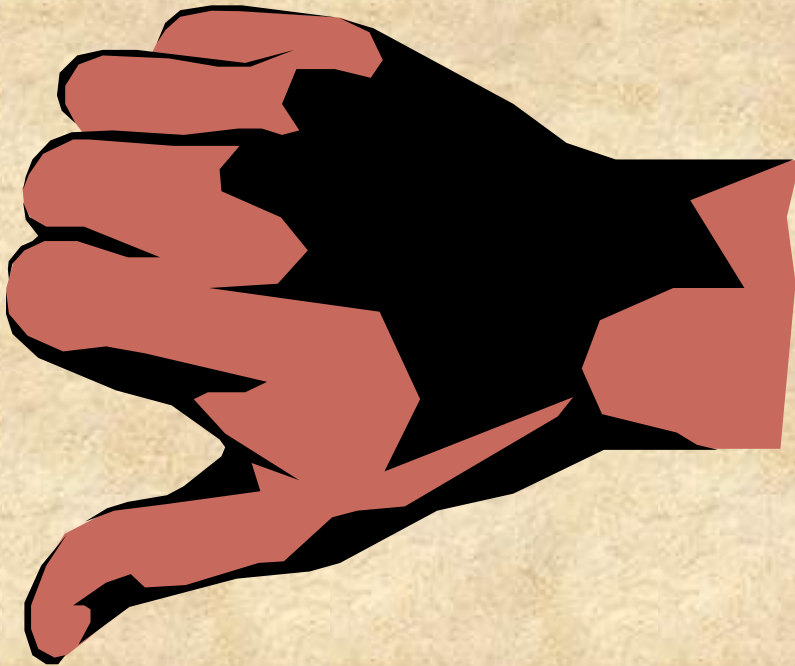
Preparing Your Resume

- ★ Avoid;
 - ★ vertical and horizontal lines,
 - ★ graphics,
 - ★ shading, and
 - ★ boxes

Preparing Your Resume

- Do **NOT** use **bold**,
italics,
underlining,
or **shadows**

Preparing Your Resume



□ Do not:

- TYPE IN ALL CAPITAL LETTERS

Preparing Your Resume

□ Do not:

- staple,
- fold,
- bind, or
- punch holes in resume

Preparing Your Resume

□ Do not use:

- correction fluid,
- correction tape, or
- pencil in changes or deletions

Preparing Your Resume

*The
computer is
set to read
“text” not
“graphics”



Preparing Your Resume



👉 Do not submit supporting documentation with your resume unless specifically requested in the job announcement

How Does This New Method Help Me?

- Because we will handle a large number of resumes, we won't be able to return resumes or additional documentation
 - (such as professional certificates or licenses)

Preparing Your Resume



- Proofread for errors and pay particular attention to spelling

**There are
three
different
ways to
submit
your
resume**

- 👉 **1. Army's
Resume Builder**
<http://cpol.army.mil>
- 📧 **2. Email**
- 👉 **3. Postal**

Army's Resume Builder

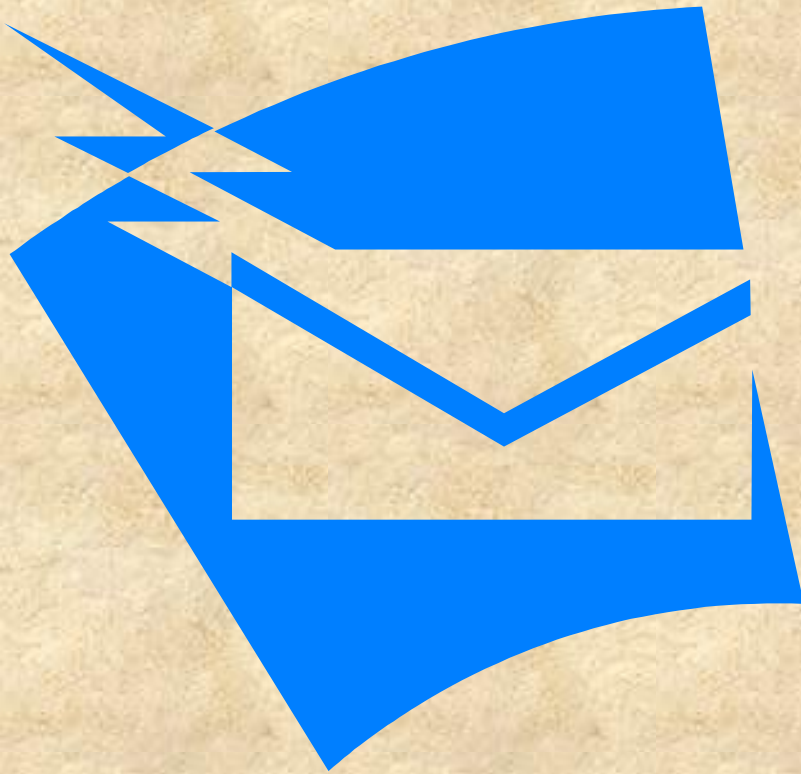


- ✎ Using the resume builder, prepare and send your resume directly to the CPOC identified in the Job Announcement

E-mail

✉ Type “Resume” on the subject line of your E-mail

E-mail



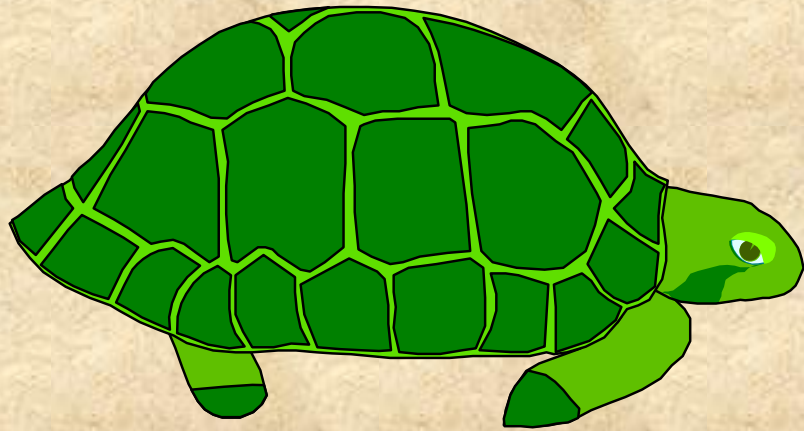
- Prepare your resume as a part of the E-mail message
 - E-mail attachments **CANNOT** be accepted

No attachments

- 🦉 **DO NOT---**The most common mistake is to use the Outlook “paperclip” to attach your resume. The computer cannot read this format and your resume will not go into the database.
- **DO--**Your resume must be copied and pasted into your Email message.

E-mail

- Include your responses to the Supplemental Information Sheet at the end of your resume text (External Candidates)



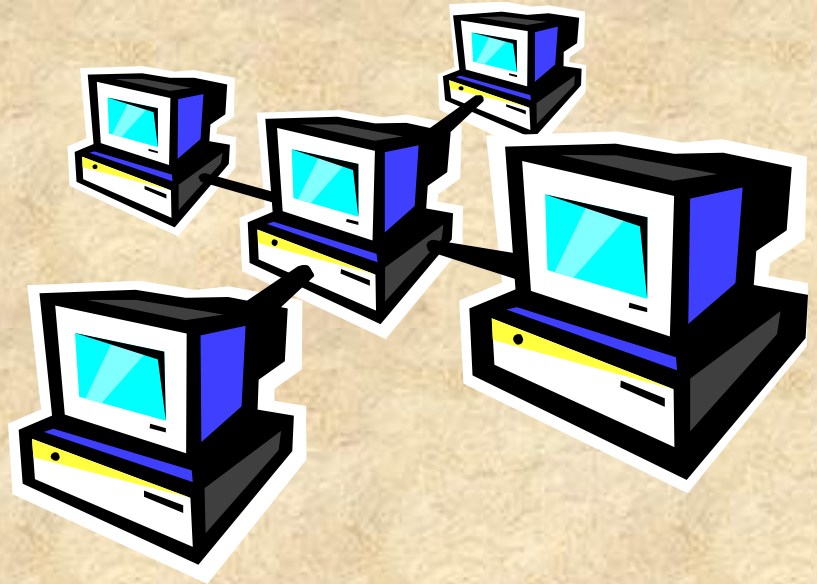
□ Of course,
you can
always send
your resume
through the
mail

Can I reuse My Resume?

- Once you have a resume in the **RESUME BANK** and a vacancy is advertised, you do not need to submit a new resume

Can I reuse My Resume?

🌱 The computer can make it easier for you to be considered for more jobs





🐛 Once you have a resume on file, you may reuse it to self-nominate yourself for other job opportunities

Where can I find vacancies and application instructions?

 <http://cpolrhp.bellvoir.army.mil/scr/default1.html>

 Select Army Jobs for Merit
Promotion vacancies

 Select Federal Jobs for DEA
vacancies.

 External and Internal Jobs kits are
available at this web site.

Where can I find vacancies and application instructions? (cont.)

• Application Status (ROAR) is also at this web site.

- ROAR is a program that tells an applicant if he/she has a resume on file, all of the vacancies applied for in the past 4 months and a general status of those vacancies referred, not referred etc.

How do I know my resume is on file?

🐼 Check ROAR

- If you submit your resume electronically your computer will get an automatic response from the CPOC computer, you may print it but it does NOT mean your resume has been successfully scanned.
- CPOC will mail you a card telling you the resume successfully scanned or did not scan. (10-14 days). Keep the card, it is your proof your resume is on file.

How do I self nominate electronically using STAIRS?

- Go into the desired vacancy announcement.
- Scroll to the bottom of the announcement.
- Fill in the personal information.
- Click on self nom.
- Print computer response. This is your receipt.

Other ways to self-nominate

- Fax to number given in vacancy announcement.
- Mail to address given in vacancy announcement.

Questions

